



State Personnel Board

PERSONNEL SELECTION CONSULTANT I

OPEN – SPOT CONTINUOUS

LA25-5144 5PB37

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN SPOT FOR

SACRAMENTO COUNTY

WHO SHOULD APPLY

The State Personnel board is seeking resumes from professionals who meet the minimum qualifications as stated below, and who are innovative and possess specialized technical skills in the areas of test validation and development. This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

ABOUT THE STATE PERSONNEL BOARD

When you become an employee of the State Personnel board, you will join a group of skilled and dedicated men and women who are working together in an organization that is leading the way in reforming the State civil service system for the 21st century. You can go as far as your ability and desire can take you. State civil services offers virtually endless transfer opportunities either within the State Personnel Board or to any one of over 100 other State agencies. All promotions are based on merit. The State Personnel Board offers a variety of new and exciting career challenges. This includes creative work and interesting and innovative assignments using State of the Art technology.

HOW TO APPLY

Applicants must submit **1.)** a state application (Form 678), **2.)** a detailed resume and **3.)** responses to the Supplemental Questions noted on page 3.

All resumes must include the applicants name, current day time telephone number, relevant experience, relevant education, including number of completed semester/quarter units; degree obtained, and date completed, certificates of professional competence and membership(s) in profession organization(s).

Please do not submit letters of recommendation/commendation at this time.

Submit your completed application, resume, and supplemental responses to:

State Personnel Board
Examination and Selection Services Unit
801 Capitol Mall, Room 667
Sacramento, CA 95814

APPLICATION DEADLINE

Applications will be accepted on a continuous basis. You may submit your application, resume and supplemental responses at any time. The testing period for this examination is 12 months. Once you have completed the examination process, you may not reapply for 12 months.

SALARY RANGES

\$4746 - \$5726 per month

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**SPECIAL TESTING
ARRANGEMENTS**

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel board at (916) 653-1502. (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired from TDD phones: 1-(800)-735-2929, or from voice phones: 1-(800)-735-2922.

**REQUIRED
IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**EXAMINATION
INFORMATION**

This examination will consist of a Supplemental Appraisal Questionnaire, weighted Pass/Fail and a Qualification Appraisal Interview, weighted 100%. Only those candidates who are successful in the supplemental application phase of the examination will be invited to the structured interview process.

Applicants in the examination will be required to submit responses to questions contained in the supplemental (noted on page 3), which are designed to identify job achievements in specific areas that demonstrate the ability to successfully perform at this level. Applicants who do not submit complete information will be eliminated from the examination.

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged onto an existing eligible list in order of final scores, regardless of test date. The names will remain on the eligible list for a period of 12 months.

**TRANSFER OF LIST
ELIGIBILITY**

Transfer of list eligibility will NOT be permitted to or from the resulting list. Therefore, you should take this examination only if you intend to work for the State Personnel Board.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

Applicants must meet the education and/or experience requirements on the date they complete and submit their application, resume and supplemental responses.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience performing the duties of a Test Validation and Development Specialist II in the California state service. (Applicants who have completed six months of the experience requirement as specified above, will be admitted to the examination but they must satisfactorily complete one year of the experience before they can be eligible for appointment.)

Or II

Experience: Three years of increasingly responsible experience in the development and evaluation of measures of human abilities or human performance and statistical analysis of data. (A master's degree in a behavioral science or statistics may be substituted for one year of the experience requirement; a doctoral degree in a behavioral science or statistics may be substituted for two years of the experience requirement.) (Experience in California state service applied toward this requirement must include at least one year of experience in a class comparable in level of responsibility to that of a Test Validation and Development Specialist II.)

and

Education: Equivalent to graduation from college, including or supplemented by courses in statistics and either test and measurements or research methods. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Note: The requirement for "Equivalent to graduation from college" means: Bachelor's degree from an accredited college.

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**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications." Preferred types of additional training experience are:

1. A Ph.D. in Industrial Psychology with a dissertation in the field of personnel selection.
2. Public agency personnel selection experience.
3. Experience in the construction and validation of group-administered aptitude and achievement tests.
4. Experience or training in the field of cultural-fair testing, physical agility testing, medical standards, and training program evaluation.
5. Research experience and use of statistical software packages.
6. Experience developing and conducting training classes.
7. Knowledge of a computer programming language appropriate for the statistical analysis of personnel selection data.
8. Experience that has provided exposure to the selection requirements of a wide range of occupations.

**POSITION
DESCRIPTION**

A Personnel Selection consultant is a working specialist level. Positions in this class are typically responsible for multiphase projects of difficult and sensitive nature that may affect substantial numbers of personnel involving more than one department or agency. Positions exist with the State Personnel Board in Sacramento only.

Factors Affecting Position Allocation: Level, variety and complexity of work; extent of management responsibility; reporting relationship to management; complexity of assigned work; and impact of decisions.

**SUPPLEMENTAL
QUESTIONS AND
INSTRUCTIONS**

Instructions:

When responding to the supplemental items, please follow these guidelines:

- a. Your responses must be typewritten or generated by word processor on 8 ½" x 11" paper.
- b. Identify each page with your full name.
- c. Make sure your responses are complete, specific, clear, and concise.
- d. Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page.
- e. Include place of employment, pertinent dates, duties performed, etc., when responding to supplement items 1 through 3.

Note: Resumes, letters and other materials will not be evaluated or considered as responses to the items in the supplement.

Supplemental Item and Questions:

1. Job Analysis:

Describe your experience and/or training conducting and documenting job analysis studies. Describe the primary purpose of the job analysis (e.g., selection, classification) and the methodology you have used. (One-half page maximum)

2. Test Development:

Describe your experience.

3. Training Programs:

Describe your experience.

**QUALIFICATIONS
APPRAISAL
INTERVIEW
EXAMINATION
SCOPE**

The examination consists of a Qualifications Appraisal Panel (QAP) interview weighted 100%. The QAP is based on the knowledge and abilities listed below in the scope and are comprised of job related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the QAP interview. *Competitors who do not appear for the QAP interview will be disqualified.*
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**QUALIFICATIONS
APPRAISAL
INTERVIEW
EXAMINATION
SCOPE
CONTINUED**

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100 %

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the QAP interview will be directed by measuring competitively, relative to job demands, each competitor's:

SCOPE

A. Knowledge of:

1. Job analyses techniques used for the validation and development of employment tests.
2. Principles, procedures, and techniques used in personnel selection and/or occupational licensing.
3. The Federal Uniform Guidelines on Employee Selection Procedures and professional standards related to employment testing (e.g., SIOP Principles).
4. Various testing formats, methods and measurement techniques used in personnel selection.
5. Psychometric concepts and techniques applicable to the development and validation of employment tests.
6. Statistical software packages (e.g., SPSS) used to analyze data sets from job analyses and validation studies.

B. Ability to:

1. Apply research principles and methods to test development, validation, and research projects.
2. Prepare comprehensive job analysis, validation, and research reports.
3. Resolve complex employment testing problems by applying principles and techniques promulgated by the testing profession.
4. Independently conduct complex job analysis, test development, validation, and research projects.
5. Develop training course materials and conduct formal training classes on topics related to employment testing and validation.
6. Establish and maintain effective relationships with staff members, the public and other organizations.
7. Interpret and apply pertinent provisions of the constitution, the Civil Service Act, and Personnel Board rules.
8. Apply independent and creative thinking to resolve complex employment testing and validation problems.
9. Communicate effectively.
10. Service as project manager on large-scale test development and validation projects.

BENEFITS

The State of California offers an attractive benefits package. The benefits package includes:

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|---|--|
| • CalPERS reciprocal | • Health plan for employee and dependents |
| • CalPERS member Home Loan Program | • Group Legal Services Plan |
| • Dental plan for employee and dependents | • Life Insurance Plan |
| • Vision plan for employee and dependents | • Employee Assistance Program |
| • Vacation leave, sick leave and Holidays | • Deferred compensation plan or Savings Plus |
| • Flex Elect Program | |

(A voluntary program which offers significant tax advantages and can increase you take home

**VETERANS
PREFERENCE**

Veterans' Preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

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QUESTIONS

If you have any questions concerning this announcement, please contact the State Personnel Board, Personnel Office, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010, (916) 651-7140, TTY (916) 653-6336

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Personnel Board, Personnel Office, telephone (916) 653-1502, three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the State Personnel Board three days prior to the written test date if he/she has not received his/her notice.

If the candidate's notice oral interview fails to reach him/her prior to the day of the interview due to verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev 12-01) for open and promotional examinations are available from the departmental personnel offices, local offices of the Employment Development Department, and the SPB Website at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Written and Interview location: Sacramento

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under the provisions of SPB Rules 234, 235, 235.2. SPB Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on the bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts towards self-development.

High school Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.